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Iniversity



We hope that you will find this booklet useful and that your questions regarding postgraduate studies in the Faculty will be answered. Should you require additional information and assistance, please contact the Faculty of Humanities Postgraduate Office on +27 21 650 2691.

> We look forward to welcoming you into the Faculty!

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We attract students and academics from across the globe. For our students, this means exposure to a rich diversity of knowledge, experience and best practice. We are part of an Afropolitan institution, a centre of excellence on the continent and an intellectual meeting point between Africa and the world.

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COUNTRY OF ORIGIN

Angola Australia Botswana Brazil Cameroon Canada China Congo Denmark Fmr Yugoslav Rep of Macedonia France Germany Ghana India Iran (Islamic Republic Of) Ireland Italy Japan Kenya Korea Lebanon Lesotho Malawi Mauritius Mexico Mozambique Namibia Netherlands Nigeria Norway Rwanda Sierra Leone Singapore Sri Lanka Swaziland Sweden Switzerland Tanzania Uganda United Kingdom United States Zambia Zimbabwe



Welcome to the Faculty of Humanities



The University of Cape Town's Faculty of Humanities is an inspiring hub of intellectual activity offering opportunities for postgraduate students to research topics as diverse as piano keyboard fingering, the creation of graphic images that question the takenfor-granted, close studies of contemporary South African literary figures writing in various languages, the disappearing languages of Africa, and comparative analyses of political economic processes at all societal levels – from the everyday and mundane to sacred ritual and party-political governance. Our Faculty offers an extensive range of programmes and specializations at all levels: from postgraduate diplomas to doctorates. Noteworthy is our newly approved Master's specialization in Environmental Humanities which will first admit students in 2015. Also exciting is a new Master's course in Medicine and the Arts where leading professionals from widely diverse fields interrogate one another, showing students the value of crossing disciplinary boundaries.

Whichever programme and courses you select, you will find that your professors and lecturers have taken special care that your UCT learning experience is all you might expect from an internationally highly ranked university. You should also find that you will want, once you have completed any one programme, to return for another, and others thereafter – thus is the exhilarating milieu of our Faculty.

I welcome you warmly to join us in the excitement of breaking new intellectual ground through unpacking, both in coursework and especially in research, what appears as common sense but that, all too often, hides a plethora of fascinating misunderstandings about our 21st century social and cultural lives.

Associate Professor Andrew 'Mugsy' Spiegel Director of Postgraduate Studies and Funding UCT Faculty of Humanities

We train exceptional young people who possess imagination, insight, mental agility and analytical skills. As a result of these attributes, our graduates are highly sought after both locally and abroad.





Why choose postgraduate study in the Humanities

In the Faculty of Humanities our postgraduate programmes are designed to build the intellectual and technical capacity of graduates so that they can critically engage in and find creative solutions for the challenges of transformation at all levels of social and public life in South Africa. The conceptual and practical training is designed to prepare students for leadership in research, policy and decision-making and equip them for a wide range of professional and academic career paths in and beyond South Africa.

Humanities postgraduate programmes draw on the established expertise of Faculty members, four SARChI Research Chairs, two Mellon Research Chairs as well as a range of nationally and internationally recognised research institutes that are at the cutting edge of research and policy development. We offer an array of innovative and inter-disciplinary programmes and postgraduate students have access to specialised libraries and the latest communication and information technology resources.

Students register for a course of study in a particular department in the Faculty and complete the required core courses and electives. At least one of those electives a year can be selected from courses provided by other academic departments. This enables students to pursue their academic interests within a more flexible plan of study and provides access to a wider range of courses and teaching staff than any one department can offer.

At the University of Cape Town, postgraduate students proceed through the following academic stages:

- · Honours degree: usually 1 year in duration
- Masters degree by coursework: 1 2 years
- Masters degree by research dissertation: 1 – 2 years
- PhD: students have 4 5 years to complete

The Faculty of Humanities is particularly proud of its record of attracting top candidates to its Masters and

PhD programmes and of supervising them to graduation in a reasonable time. Policies and guidelines for our postgraduate programmes are set by the Graduate Programmes Committee, which is chaired by the Faculty's Deputy Dean for Research and Postgraduate Affairs.

Humanities Vital statistics

Enrolment figures in 2014:

Honours:	464
Masters:	574
PhD candidates:	240
PGDIP:	317

4 SARChI Research Chairs:

Professor Carolyn Hamilton Professor Rajend Mesthrie Professor Abdulkader Tayob Professor Lungisile Ntsebeza

2 Mellon Research Chairs:

Dr Matthias Brenzinger Professor Fiona Ross

Distinguished Teacher recipients:

The Distinguished Teacher Award (DTA) is the highest accolade given to teaching staff at all levels within the University and recognises excellent teaching. The following are current members of staff who are amongst the most recent recipients of the award:

- Dr H MacDonald Social Anthropology (2013)
- Dr H Twiddle English Language and Literature (2013)
- Dr I Rijsdijk Centre for Film and Media Studies (2013)

For the full list of Humanities DTA recipients, visit: www.humanities.uct.ac.za/hum/about/overview

Humanities NRF-rated researchers:

There are a total of 70 NRF-rated researchers in the Faculty of Humanities: 5 of whom are A-rated and 25 of whom are B-rated. An A-rating is given to researchers who are unequivocally recognised by their peers as leading international scholars in their field for the high quality and impact of their recent research outputs.

Postgraduate Office staff

The Faculty of Humanities provides administrative support to postgraduate students throughout their academic contact with the University and the Faculty - from initial enquiry, application, registration, through to graduation. The key areas of administration for which the Postgraduate Office is responsible are:

- Application and admissions following submission of the online application
- Registration this includes enrolment, changes of curriculum, leave of absence and cancellation of registration
- Examination processing submission of major and minor dissertations
- Record-keeping and administration

A range of support services are available to students. Prospective students are encouraged to contact the Humanities Postgraduate Office for further advice on whom to contact in the event of a query or problem. Alternatively a list of key UCT student services can be found on page 33 of this booklet.

TITLE / QUERIES	CONTACT
Professor Bernhard Weiss Deputy Dean for Research and Postgraduate Affairs	Room 105, Beattie Building Tel: 021 650 2776 Email: Bernhard.Weiss@uct.ac.za
A/Professor Andrew 'Mugsy" Spiegel Director: Postgraduate Studies and Funding	Room 105, Beattie Building Tel: 021 650 3520 Email: Mugsy.Spiegel@uct.ac.za
Anne Wegerhoff Manager: Postgraduate Administration Heads administration section of the Postgraduate Office Responsible for all administrative matters relating to postgraduate students	Room 103, Beattie Building Tel: 021 650 4414 Email: Anne.Wegerhoff@uct.ac.za

TITLE / QUERIES	CONTACT
Tracy Goslar Faculty Manager Overall responsibility for the Faculty's academic administration Appeals and special requests for the Dean are channelled through the Faculty Manager	Dean's Suite, Beattie Building Tel: 021 650 4215 Email: Tracy.Goslar@uct.ac.za
Brigit Smit Senior Administrative Officer All administrative matters relating to doctoral applicants and postgraduate students. All academic departments.	Room 105, Beattie Building Postgraduate Office Tel: 021 650 5794 Email: Brigit.Smit@uct.ac.za
Robyn Udemans Administrative Officer All research support administration for the Faculty and all of the academic departments	Room 104, Beattie Building Postgraduate Office Tel: 021 650 2776 Email: Robyn.Udemans@uct.ac.za
Ncumisa Mdingi Administrative Officer All administrative Officer Masters, Honours and Postgraduate Diploma applicants and students for the following departments: - Performing and Creative Arts (Dance, Drama, Music) - English Languages and Literature - Creative Writing - Film and Media Studies - Historical Studies - School of Languages & Literatures - Environmental & Geographical Science	Room 105, Beattie Building Postgraduate Office Tel: 021 650 2692 Email: Ncumisa.Mdingi@uct.ac.za

TITLE / QUERIES	CONTACT
Karen Hendricks Administrative Officer All administrative matters for Masters, Honours and applicants and students for the following departments: - Archaeology, - Criminal Justice - Economics - Library & Information Science - Philosophy - Organisational Psychology - Psychology - Political Studies - Sociology	Room 105, Beattie Building Postgraduate Office Tel: 021 650 2693 Email: Karen.Hendricks@uct.ac.za
Pedro Beziek Administrative Assistant All administrative matters for Education (Masters and PGDE), for Certificates in Education (ACE and PGCE). All administrative matters for Masters, Honours and Postgraduate Diploma applicants and students: - Religious Studies - Gender Studies - Linguistics - African Studies - Anthropology - Social Development	Room 105, Beattie Building Postgraduate Office Tel: 021 650 2462 Email: Pedro.Beziek@uct.ac.za
Charmaine Van Kradenburgh Senior Secretary All Postgraduate student queries (telephonic and e-mail)	Room 105, Beattie Building Postgraduate Office Tel: 021 650 2691 Email: Charmaine.VanKradenburgh@uct.ac.za

Contact with the Postgraduate Office

- E-mails: We aim to respond to queries within 24 hours. If a full response cannot be provided immediately, you will get an acknowledgement in the first instance and a full response as soon as possible thereafter. Response times may be slower during peak periods such as registration and graduation when staff are engaged with activities out of the office.
- Telephone and in-person queries: If the administrator is unable to answer your query immediately, you should
 expect a follow-up call or e-mail within 48 hours. If you leave a voicemail message, we aim to respond on the
 same day except when a staff member is on leave and you will be referred to another staff member.
- **Redirecting:** If the administrator you approached is unable to help you, you will be redirected to the correct person immediately. If necessary, the administrator will enquire on your behalf to ensure that you are directed to the right person.

Academic programmes in the Humanities

The postgraduate degrees and diplomas offered through the Faculty of Humanities are listed below by academic department. For specific admission requirements and detailed programme outlines please consult the current Postgraduate Studies Handbook¹. For more detailed information about the academic programmes on offer from each department, please visit the relevant department web pages (websites provided below).

Please make time to visit the Faculty's Postgraduate Office, which is located in the Beattie Building on Upper Campus. Alternatively, you can email your queries to Charmaine Van Kradenburgh or contact: the office on: +27 21 650 2691.

¹ The Postgraduate Studies Handbook can be downloaded from the Humanities website.

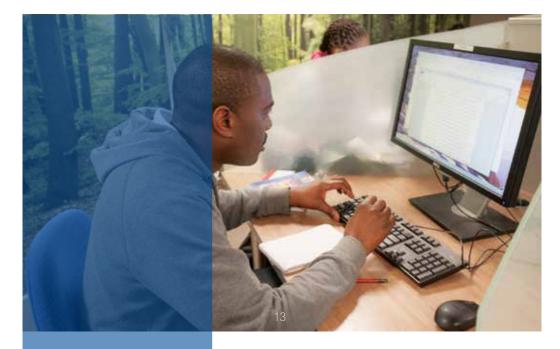
DEPARTMENT	DEGREES AND DIPLOMAS	
Gender Studies Section * Tel: 021 650 4207 Fax: 021 685 2142 Website: www.agi.ac.za	Hons in Gender and Transformation Research Masters in Gender Studies PhD in Gender Studies	
African Studies Section * Tel: 021 650 2308 Fax: 021 686 1505 Website: www.africanstudies.uct.ac.za	Postgraduate Diploma in African Studies Hons/Masters in African Studies Hons/Masters in Heritage and Public Culture Coursework Masters in African Studies Research Masters in African Studies PhD in African Studies.	
Linguistics Section * Tel: 021 650 2847 Fax: 021 650 Website: www.creativeseed.co.za/linguistics/	Hons/Masters in Linguistics Hons/Masters in Applied Linguistics & African Languages (named qualification) Research Masters in Linguistics PhD in Linguistics	
Anthropology Section * Tel: 021 650 3678 Fax: 021 650 2307 Website: www.socanth.uct.ac.za	Hons/Masters in Social Anthropology Masters in Practical Anthropology Research Masters in Social Anthropology PhD in Social Anthropology	
* School of African & Gender Studies, Anthropology & Linguistics.		
Archaeology Tel: 021 650 2353 Fax: 021 650 2352 Website: http://web.uct.ac.za/depts/age/	Hons in Archaeology Hons in Archaeology & Environmental Science Research Masters in Archaeology PhD in Archaeology	

DEPARTMENT	DEGREES AND DIPLOMAS
Dance Tel: 021 650 2398 Fax: 021 650 2494 Website: www.dance.uct.ac.za	Hons in Dance Studies Hons in Choreography Hons in Performance Masters in Dance by Choreography Masters in Dance by Performance & Dissertation Masters in Dance by Performance & Choreography Masters in Dance by Choreography & Dissertation Research Masters in Dance PhD in Dance
Drama Tel: 021 480 7166 Fax: 021 480 7106 Website: www.drama.uct.ac.za	Hons in Drama Masters in Theatre and Performance Masters in Applied Drama and Theatre Studies MA in Television Production Research Masters in Drama PhD in Drama
Economics Tel: 021 650 2733 Fax: 021 650 2854 Website: www.commerce.uct.ac.za/economics	Hons/Masters in Economics Masters in Applied Economics Masters in Health Economics Research Masters in Economics
Education Tel: 021 650 2772 Fax: 021 650 3489 Website: www.education.uct.ac.za	Postgraduate Certificate in Education Bachelor of Education (Hons) Postgraduate Diploma in Education Coursework Masters in: Adult Education Applied Language and Literacy Studies Curriculum Studies Educational Admin, Planning & Social Policy Higher Education Studies History Education ICTs in Education Mathematics Education Primary Education Science Education Research Masters in Education PhD in Education
English Language and Literature Tel: 021 650 2861 Fax: 021 650 3726 Website: www.englishliterature.uct.ac.za	Hons in English Studies Masters in English Literature and Modernity Masters in Creative Writing Research Masters in English Language and Literature PhD in English Language & Literature
Environmental and Geographical Science Tel: 021 650 2873 Fax: 021 650 3791 Website: www.egs.uct.ac.za	Hons in Environmental and Geographical Studies Research Masters in Environmental and Geographical Studies PhD in Environmental and Geographical Studies

DEPARTMENT	DEGREES AND DIPLOMAS
Centre for Film and media studies Tel: 021 650 3373/2852 Fax: 021 650 2854 Website: www.cfms.uct.ac.za and www.music.uct.ac.za	Hons in Film Studies Hons in Television Drama Hons/Masters in Media Theory and Research Hons/Masters in Political Communication
	Masters in African Cinema Masters in Documentary Arts Masters in Screenwriting Research Masters in Rhetoric Studies Research Masters in Film Studies or Media Studies PhD in Rhetoric Studies PhD in Film Studies or Media Studies
Michaelis School of Fine Art Tel: 021 480 7103 Fax: 021 424 2889	Postgraduate Diploma in Fine Art Hons in Art Historical Studies Hons in Curatorship
Website: www.michaelis.uct.ac.za	Master of Arts in Art Historical Studies Master of Fine Art MFA in Fine Art Research Masters in Fine Art PhD in Fine Art
Historical Studies Tel: 021 650 2742	Hons in Historical Studies Master in Economic History
Fax: 021 689 7581 Website: www.historicalstudies.uct.ac.za	Research Masters in Historical Studies PhD in Historical Studies
Information and Library Studies Tel: 021 650 3090 Fax: 021 650 4545 Website: www.dils.uct.ac.za	Postgraduate Diploma in Library & Information Studies (named qualification)
	Master of Librarianship & Information Studies (named qualification)
	Research Masters in Library and Information Science (named qualification)
School of Languages and Literatures Tel: 021 650 2607 Fax: 021 685 5530 Website: www.sll.uct.ac.za	Hons: Arabic Language & Literature Classical Studies Teaching French as a Foreign Language (named qualification) German Greek Hebrew Italian Latin Romance Languages and Literatures Spanish
	Hons/Masters in: African Languages and Literatures Afrikaans & Netherlandic Studies French
	Research Masters in: African Languages and Literatures Afrikaans & Netherlandic Studies Arabic Language & Literature

DEPARTMENT	DEGREES AND DIPLOMAS
continued School of Languages and Literatures Tel: 021 650 2607 Fax: 021 685 5530 Website: www.sll.uct.ac.za	Classical Studies French Language & Literature German Hebrew Language & Literature Italian Spanish
	PhD in: African Languages and Literatures Afrikaans and Netherlandic Studies Arabic Language & Literature Classical Studies French German Hebrew Language & Literature, Italian Spanish
School of Management Studies Tel: 021 650 3778 Fax: 021 689 7570 Website: www.commerce.uct.ac.za	Hons in Organisational Psychology Change Management Masters in Organisational Psychology
South African College of Music Tel: 021 650 2626 Fax: 021 650 2627 Website: www.sacm.uct.ac.za	Postgraduate Diploma in Music Performance Hons in Musicology / Composition / Performance MMus by Dissertation MMus by Dissertation & Performance / Composition / Performance & Coursework PhD in Music
Philosophy Tel: 021 650 3316 Fax: 021 650 3316 Website: www.philosophy.uct.ac.za	Hons/Masters in Philosophy Hons/Masters in Philosophy, Politics & Economics Research Masters in Philosophy PhD in Philosophy
Political Studies Tel: 021 650 5916 Fax: 021 689 7574 Website: www.politics.uct.ac.za	Hons/Masters in: International Relations Justice & Transformation Politics Public Policy and Administration Research Masters in Political Studies PhD in Political Studies
Psychology Tel: 021 650 3435 Fax: 021 650 4104 Website: www.psychology.uct.ac.za	PhD in Public Administration Hons in Psychology Masters in Psychological Research Masters in Clinical Psychology (named qualification) Masters in Neuropsychology (named qualification) Research Masters in Psychology
Public Law Tel: 021 650 3072 Fax: 021 650 3790 Website: www.publiclaw.uct.ac.za	Hons in Criminal Justice Research Masters in Criminology PhD in Criminology

ns/Masters in Religious Studies earch Masters in Religious Studies
) in Religious Studies
ns/Masters in: robation and Correctional Practice ocial Development ocial Policy and Management linical Social Work
earch Masters in Social Development earch Masters in Social Planning and Administration earch Masters in Social Work D in Social Development D in Social Work
ns/Masters in: evelopment Studies idustrial Sociology ociology sters in Global Studies eearch Masters in Industrial Sociology eearch Masters in Sociology) Sociology) in Industrial Sociology

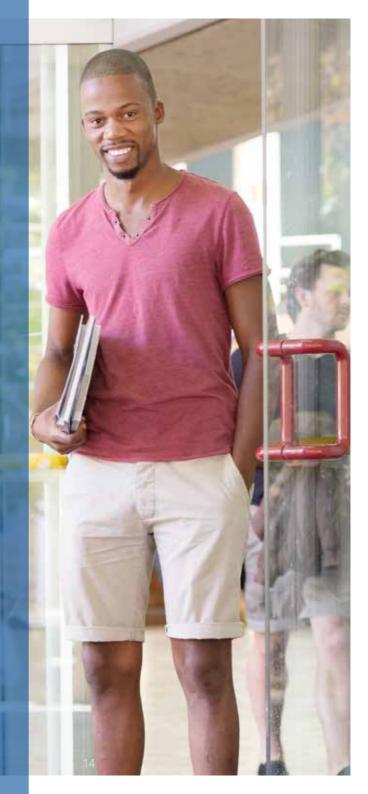


My research interests are politics, public policy in South Africa and theories of public policy process and state.

My reasons for these research interests are underpinned by my passion for South Africa. South Africa is an emerging economic power house and with this comes a responsibility for crafting and executing policies that address development related challenges. Why did I choose to further my studies here? To state the obvious, this is UCT after all! Also the fact that a number of the authors that I referenced during my undergrad, were also my lecturers, played a big part in deciding where to continue with postgrad studies. department is very supportive and the facilities and opportunities we have at our disposal are just too amazing to let go, hence I'm still around, doing Masters.

Senzo Hlophe

Masters student, Department of Political Studies UCT Faculty of Humanities



Research & Teaching

Research in the Faculty has been stimulated through the DST/NRF SARChi Chairs, and developments in the research teaching clusters in the Arts, the Social Sciences and the Performing and Creative Arts. Of the 51 Research Chairs awarded nationally (in 2007), 18 are at UCT of which 4 are located within the Faculty of Humanities. These four SARChI Research Chairs (Professors Carolyn Hamilton, Abdulkader Tayob, Lungisile Ntsebeza and Rajend Mesthrie) as well as the Faculties two Mellon Research Chair (Dr Matthias Brenzinger and Professor Foina Ross) actively promote interdisciplinary research across the Faculty.

We enjoy a strong tradition in research and teaching as our am is to train graduates who actively contribute to advancing new horizons of knowledge. To date, the Faculty has 70 NRF rated researchers on staff, 5 of whom are A-rated and 25 who are B-rated. In the Faculty of Humanities at UCT, research is clustered into the following groupings:

- African Cinema Unit
- Centre for Creative Writing

- Institute for Humanities in Africa (HUMA)
- Centre for Social Science Research (CSSR)
- Gordon Institute for Performing & Creative Arts (GIPCA)
- The Research Institute on Christianity & Society
 in Africa
- The Institute for Comparative Religion in Southern Africa (ICRSA)
- The Centre for Rhetoric Studies
- Centre for Contemporary Islam (CCI)
- Centre for Curating the Archive (CCA)
- Lucy Lloyd Archive and Resource Exhibition Centre
- Isaac & Jessie Kaplan Centre for Jewish Studies
 & Research

These research groupings are associated with major publication output, international research collaborations, and mentoring of younger members of the Faculty. For an overview of the Faculty's research output in previous years, please view or download the annual UCT Research Report from the UCT Research Office website: www.researchoffice.uct.ac.za/research_reports/annual/



The National Research Foundation (NRF) is as an independent government agency in South Africa which promotes and supports research in all fields of knowledge. The evaluation and rating of individuals is based primarily on the quality of the research outputs in the recent past. It is for this reason that NRF rating and accreditation is highly sought after. My area of research interest is Forensic Social Work. This is a growing field in South Africa and is now acknowledged as a specialization within the broad field of Social Work. Forensic Social Work involves court work, engaging with both victims and perpetrators of crime. In this way practitioners play an active role in reducing future criminal activity whilst rendering specialized services to victims of crime. I recently completed my minor dissertation on the use of competency reports in forensic assessments for child victims of sexual abuse. I found the experience of conducting research in this area extremely interesting because I am interested in criminal justice and because I believe that the voices of the victims of crime should be heard in court proceedings. Often this does not occur with child victims.

Although Forensic Social Work has been in practice for a while, not many universities provide specialist training in this field. This was one of the reasons for pursuing postgraduate studies at UCT.

Julia Campher

Masters candidate Probation and Correctional Practice (year 2), Department of Social Development UCT Faculty of Humanities

Becoming a postgraduate student in the Humanities

What is an academic supervisor?

At the heart of the postgraduate experience is an intensive relationship with a researcher who is your appointed supervisor, whether for your Honours research project, your Masters dissertation, or the PhD work. You are entitled to expect a steady level of support from your supervisor; s/he in turn is entitled to expect a specific level of application from you.

These expectations are recorded in a <u>Memorandum</u> <u>Of Understanding</u> or an annual supplementary agreement between the student and supervisor. As postgraduate work becomes more independent, and the onus falls more and more on the researcher, the Faculty's Postgraduate Office is committed to ensuring that the relationship with your supervisor and the department is as productive as possible.

Finding a supervisor

Candidates for Masters or Doctoral students are encouraged to seek a supervisor with expertise in your proposed research area. At Honours level, supervisors are assigned to students by the academic department based on the research topics. So finding a supervisor is specifically relevant to Master's (by dissertation) and doctoral students.

Once you have decided on the broad research area in which you wish to work, it is important to find an academic supervisor who must be approved by the Head of the academic Department. Certain conditions and rules apply to such an appointment. There is no set way of finding a supervisor. You might make personal contact with someone under whom you would like to research, or you may ask for a supervisor to be allocated if you are accepted as a student. You could also seek advice from the Deputy Dean responsible for research in the Faculty in which you wish to register.

The approved supervisor is responsible for providing the necessary guidance needed for you to conduct and complete your research successfully. As such, the supervisor needs to have the necessary expertise, knowledge and skills to supervise the proposed research. As the student being supervised, it is incumbent upon you to avail yourself of the agreed upon supervision.

What can you expect from academic supervision?

Academic supervision provides many benefits to postgraduate students, which include the following:

- Regular meetings to discuss your progress with your research project and to comment on the material you have submitted.
- Structured support and advice, drawn from the supervisor's own academic experience and expertise.
- Support: research projects are lengthy and a demanding commitment, and you will need the general support of your supervisor (and your friends and family).
- Timeous feedback (from your supervisor) regarding your written submissions, with constructive criticism.

When polled, students said that they choose Postgraduate study at UCT because of:

- UCT's academic reputation (92%)
- The quality of research (90%);
- The academic reputation of the supervisor (85%);
- Our multiculturalism (75%) and internationalism (74%);
- The employment opportunities for UCT graduates (75%);
- The research facilities (72%);
- The prestige of the institution (70%).





 Facilitation of research opportunities (within your specified area of academic interest) including sources of potential research funding.

What does your supervisor expect of you?

You and your supervisor must agree on a suitable research topic. Your research depends not only on its academic merit, but also on available resources and funding. It is important to ensure that these are in place before you commence and your academic supervisor will provide valuable guidance in this regard.

At postgraduate level, students are expected to take the initiative in seeking regular contact with their academic supervisors and it is the student's obligation to keep in touch with the supervisor. You will need to have a clear programme of action and meet your deadlines, with regular delivery of work. You will also need to respond positively to the constructive criticism of your supervisor, and to incorporate this into your work. In summary, postgraduate students are expected to:

- Maintain regular contact with the supervisors
- Work hard and remain committed to the research project for the duration of the programme
- Be responsive and remain open to taking advice from academic staff members

Navigating the thesis

A thesis or dissertation is an academic essay that is written by the student in order to obtain the degree or qualification. The thesis presents the author's own research and findings on a particular topic. In the Humanities the length of a thesis can range from 20 thousand words (Masters candidates) to 50 thousand words (Doctoral candidates). The first stage in compiling a thesis is the submission of a research proposal. The research proposal is a plan of action; it sets out the aims of your research project and how you intend to achieve these aims. A good research proposal provides a focus for your research activity and a benchmark against which you can make the necessary adjustments. Further guidelines on the preparation of a research proposal can be found on the Humanitites website, under the postgraduate tab.

The Memorandum Of Understanding

The University requires that every Masters and Doctoral student enter into a formal agreement regarding supervision with their supervisor. This is called a Memorandum of Understanding (MOU). An MOU must be completed by every new Doctoral candidate and every Masters student registering for the dissertation/minor dissertation for the first time; an annual supplement must be completed at the start of each academic year thereafter.

Conducting ethical research

A great deal of research on human subjects is conducted at the University and in the Faculty of Humanities, at undergraduate and postgraduate level as well as among academic staff.

The UCT Code of Ethics Involving Human Subjects is the code by which all UCT affiliated researchers are bound. A Humanities Ethics Guide was developed by the Ethics Committee of the Faculty of Humanities, for use by all departments, research institutes or groups, or individual researchers within the Faculty. The publication is called: Guide to Research Ethics: Research on Human Subjects. It applies to the research of both students and staff and assists members of the Faculty in managing the way we oversee research and in understanding why the ethics of research on human subjects is of concern to all of us. The Guidebook can be downloaded from the Humanities website.

The admissions process

Admission requirements

The UCT Postgraduate Prospectus (available on the UCT website) contains the latest admissions requirements for the specific academic programmes on offer at postgraduate level from the Faculty of Humanities. In general, applicants are required to have a Bachelors degree in the relevant discipline or equivalent qualification. Applicants with appropriate and relevant experience may be eligible for admission through the Recognition of Prior Learning (RPL).

In the Faculty of Humanities RPL applications are approved by the Deputy Dean of Research and Postgraduate Affairs on the recommendation of the HoD who asesses the relevance of an applicant's prior experience.

DEGREE	DURATION	STANDARD ADMISSION REQUIREMENTS
Honours degree	Usually 1 year in duration	Applicants are required to have an undergraduate degree or equivalent qualification.
		<u>Please note:</u> candidates are required to meet specific entrance criteria for Honours degrees offered through the different academic departments.
		Admission through the Recognition of Prior Learning is possible in appropriate circumstances.
Masters degree	To be completed within 1 or 2 years from date of registration	Applicants are required to have an Honours degree or equivalent qualification. In addition, all applications for Masters by Research (Dissertation 100%) are required to submit a research proposal. No formal registration can take place until the proposal has been considered and approved by the department's Higher Degrees Committee (HDC). Admission through the Recognition of Prior Learning is possible in appropriate circumstances.
PhD degree	To be completed within 4 or 5 years from date of registration	Applicants are required to <u>possess</u> a Masters degree or equivalent qualification.



Step 1: Submit a formal application for admission

The first step requires completion of the relevant UCT application forms. Students <u>apply online</u> to the UCT Admissions Office, uploading all required documentation in support of your application.

Please take careful note of the documentation required in support of your application for specific academic programmes. To access the UCT postgraduate application forms, please visit the following webpage: www.uct.ac.za/apply/applications/forms/

The application process is as follows:

- A. Complete a standard UCT application form online.
- B. The Admissions Office will process your application and forward the documentation to the Faculty of Humanities Postgraduate Office.
- C. Procedures on how to apply can be obtained on the UCT website: www.uct.ac.za/apply/ applications/postgraduates/
- D. Please consult the UCT Fees Handbook² for guidance on application fees.
- E. Monitor the status of your application online or contact the UCT Admissions Office on: (021) 650 2128. Alternatively, visit the Faculty of Humanities Postgraduate Office in person.



Step 2: Receive either a Firm or Conditional Offer

Conditional Offers are made on the basis of your most recent examination results. A Conditional Offer is not final and is in no way binding. Firm Offers are made when the candidate has met all the stipulated admission criteria. Firm Offers for postgraduate study are generally made in December of the year preceding enrolment. It is your responsibility to monitor your application status by keeping in contact with the relevant department.

- A. The UCT Admission Officewill forward your application and supporting documents to the Faculty of Humanities' Postgraduate Office, who will screen your application, checking that you meet the advertised admission and language requirements.
- B. After the initial screening, the Postgraduate Office administrator will refer your application and all supporting documents to the academic department concerned within 48 hours. If you do not submit all required documents with your application there will be delays while these are requested. Academic departments consider all applications at 'Higher Degrees Committee' meetings. There may be a delay of a few weeks between the time the Postgraduate Office refers your application to the department and when the Higher Degrees Committee next meets.
 - C. Decisions to accept or refuse applicants are made by academic departments but will be conveyed to you by the Faculty. Once the department informs the Postgraduate Office of its decision,

² The UCT Fees Handbook is available from the main UCT website and from the UCT Fees Office.

the Postgraduate Office will inform you of the decision in writing within 48 hours. <u>Please note:</u> final results are required before departments can make decisions and in some instances, the decision to accept / deny applications will be deferred until undergraduate and Honours results are supplied.

D. You will receive an official letter from the Faculty advising you of the outcome of your application (Firm or Conditional). However please note that you can track your application status online from the UCT website.



Step 3: Accepting your offer

This is an important step in the process. We need to know whether you will be accepting the offer made to you, particularly in the case where you have been made an offer from more than one Faculty.



Step 4: Orientation

The Faculty conducts an Orientation Programme for postgraduate students at the start of each academic year. This takes place during the registration period, during the first week in February. The programme includes a focus on the services available to students, a focus on the world of research and a general introduction to life at UCT. In order to make the most of your time as a student at UCT, it is imperative that you attend Faculty Orientation and fully participate in the process.



Step 5: Registration

Registration takes place in February. Once you have received a Firm Offer for postgraduate study, students must monitor the Faculty of Humanities website for dates and details pertaining to their academic programme. www.humanities.uct.ac.za/apply/postgraduate/ registrationdetails

When to apply

All postgraduate application dates are available on the main UCT website and can also be found on page 33 of this book.

For coursework-based programmes, applications open in April of each year for enrolment in the following year. Please consult the UCT online application page to determine submission dates for applications, and what documentation is required. Many programmes have a limited number of places.

If you wish to apply for a PhD or for a Master's by dissertation you can apply any time during the year. However, we suggest that you have a discussion with the HoD or your prospective supervisor <u>prior</u> to applying formally to the University.



GRADUATE CAREER OPTIONS

A Humanities qualification prepares you for a multitude of career paths in the public sector, corporate workplace and in academia. Possible careers include:

Policy Advisor **Television Writer** Psychologist Foreign correspondent Fducator Film maker Lecturer Marketing & Brand Manager Media analyst Human Resources Practitioner Historian Curator Sound Engineer Journalist and Editor Musician Anthropologist Corporate Manager Life Coach Playwright Performance Artist Social Worker Archivist Multimedia designer Researcher Civil Servant

Postgraduate facilities & resources

Postgraduate study is a different experience from undergraduate study. Students are expected to be more independent and to take a more proactive approach in tailoring their academic experience on campus.

However, this need not be an isolating experience. There a number of resources available to assist students navigate their way through their research years.

Faculty postgraduate labs & IT support

A number of high-tech spaces have been established for postgraduate students in the Faculty of Humanities. These new facilities include: Postgraduate Commons and IT lab spaces located in the Humanities Building (upper campus) as well as on Hiddingh campus; top floor relaxation and study facilities located in the Robert Leslie Building as well as new teaching and research facilities in the refurbished PD Hahn Building on upper campus.

Postgraduate Commons or labs can only be accessed by postgraduate student card-holders. The facilities feature: modern carousels with big-screen PC monitors; private work spaces for students as well as a laptop areas with wi-fi connectivity with an option of wired connection. In addition, a number of lounge areas double as relaxation spaces as well work areas for laptop users.

The newly designed spaces incorporate dedicated print rooms with printing, photocopying and scanning facilities. There are tea rooms, private lockers for personal belongings as well as a number of breakaway rooms that can be reserved online. In addition, there are dedicated reception areas for the resident tutors who are on-hand to assist students each day from 8am to 8pm.

UCT Libraries

The Chancellor Oppenheimer Library is the main library at the University of Cape Town however there are nine other branch libraries located on UCT's various campuses. The entrance to the main library is located inside the Otto Beit Building, next to Jameson Hall on upper campus.

All of the libraries on campus offer a rich array of study and research material both in print and electronic format. Onsite library staff members are available to assist students access information. Please visit the UCT Libraries website at: www.lib.uct.ac.za

The UCT Writing Centre

The Writing Centre is a student-orientated space which aims to provide mediation in the process of academic writing. Students from all disciplinary backgrounds as well as tertiary levels are encouraged to engage in the one-on-one consultancy services offered.

The Writing Centre is located in the Hlanganani Building on Upper Campus (two levels above the Chancellor Oppenheimer Library). The Centre is open Monday - Friday from 09h00 to 16h00. Contact the centre on 021 650 5021. Visit the website at: www.writingcentre.uct.ac.za

Postgraduate Student Council

The Humanities Postgraduate Student Council is a student governance structure representing the common interests of postgraduate students in the Faculty of Humanities. Elections for the Postgrad HSC are held annually. The 2014 Council is made up of eight volunteer members. The goal is to establish an ongoing, sustainable system for postgraduate representation in the Faculty. The Postgraduate Student Council aims to provide a full-spectrum service: influencing University policy that affects postgraduate students by sitting on committees and assisting with academic issues, hosting events to help raise awareness about academic research as well as funding opportunities, providing information and being accessible to its constituency, ensuring that postgrad voices are heard.

In addition, the council aims to shape a positive postgraduate experience for students by facilitating ongoing student - faculty networking. For additional information on the Humanities Postgraduate Student Council, visit: www.humanities.uct.ac.za/postgraduatestudent-council



Postgraduate fees & funding at UCT

Postgraduate study is an expensive undertaking and you will need to plan carefully for the cost of your degree. We encourage students to apply to a full range of potential sources early in their final year of undergraduate study or in the year before they wish to initiate the research programme. The Postgraduate Funding Office, located on the upper campus (Otto Beit Building), is an important source of information and advice about potential funding sources and the procedures necessary to access these. E-mail your queries to: pgfunding@uct.ac.za

An additional resource is the *Financial Assistance* for *Postgraduate Study and Postdoctoral Research*, a handbook which can be downloaded from the main UCT website.

UCT application fees for 2015

Postgraduate application fees for South Africa and the SADC region	R100
Postgraduate application fees from outside the SADC region	R300

For the latest fees applicable to Humanities postgraduate degrees (2015 registration), please consult the current UCT Fees Handbook, which can be downloaded from the main UCT website: https://www.uct.ac.za/apply/fees/

Fee payment deadlines for 2015

An initial payment of fees (tuition and accommodation) is due by Friday, 6 February 2015. If payment is not received on or before the due date, a one-off late payment fee of 10% of the unpaid amount will be

charged. You will be allowed to register if the initial payment has not been received by the due date.

First payment of tuition fees

Fees are usually paid in two installments. For coursework-based programmes, the first is due by the end of January, and the balance at the end of June. For a full research programme or a coursework-based programme starting in the 2nd semester, full fees are payable on registration.

International students are required to pay their tuition fees in full prior to registering.

Postgraduate Funding

Various sources of funding are available to support the cost of postgraduate study at UCT. To qualify for postgraduate funding, applicants must first formally apply for an academic place at UCT. Only students registering for Honours, Masters and Doctoral degrees are eligible for postgraduate funding from UCT.

With the exception of a small number of prestigious and full-cost fellowships, UCT scholarships are available to supplement fees. These scholarships offer <u>partial</u> funding and are awarded based on certain criteria.

All students are responsible for settling their outstanding fee balances and all applicants are expected to have the means to fund their studies.

Funding applications must be submitted separately

from general applications. Forms are available from the Postgraduate Funding Office. Closing dates for funding applications, which vary from award to award, are available online. Please check the website for details regarding the specific deadlines for each award.

National Research Foundation (NRF) bursaries

NRF makes research funding available to academic supervisors. Please enquire from the relevant academic department or from your prospective supervisor whether NRF funding opportunities exist in your area of research interest.

Faculty International Student Bursary

Postgraduate Diploma, Honours and Coursework Master's programme students are eligible for the Faculty International Student Bursary. For additional information on this bursary, please contact the Faculty's Postgraduate Office or visit: www.humanities.uct.ac.za/ postgraduate/students/awards

Scholarships are also available for international students. International students should contact the University's International Academic Programmes Office (IAPO) for assistance. Please visit the IAPO website or contact IAPO on (021) 650 5667.

Additional sources of postgraduate funding

The University has a dedicated Postgraduate Funding Office responsible for the management and administration of postgraduate awards, scholarships, fellowships and bursaries. The table below details additional sources of funding for postgraduate students at UCT:

SCHOLARSHIPS / BURSARY	INFORMATION
National and international foundations	Various national and international foundations provide financial support towards the cost of postgraduate study.
University-wide scholarships	All students are eligible to compete for these.
Discipline-specific scholarships	A list of these can be found in the University's handbook 14 in the UCT series, "Financial Assistance for Postgraduate Study and Postdoctoral Research".
National Research Foundation bursaries (These take 2 forms)	 Bursaries awarded directly to students, on application. Bursaries awarded to supervisors. Distribution of these is at the discretion of the supervisor, within a framework of conditions laid down by the NRF.
Research groups	Research groups interalia undertake contract work for industry or governmental organisations. Frequently, bursary funding is one form of payment or industry-generated funds are sometimes used to top-up bursaries.
Industry scholarships	Specific industries may sometimes allocate bursaries for postgraduate students to pursue specific tasks.
University and external scholarships	Available specifically for international students.
Scholarships for refugee students	Scholarships are available for refugee students.

Contact the Postgraduate Centre and Funding Office on: 021-650 3622 or Email: pgfunding@uct.ac.za

My Doctoral research takes a social psychological and ecological stance in exploring men's perpetration of violence intimate against women partners in the context of their relationships, the communities they form part of, and in the printed media. This social phenomenon appealed me because of the extent to which it plagues our society, paralysing our nation with much trauma and fear. Our psychology department at UCT is one of the leading research departments in South Africa and is home to some of the most prominent researchers in their fields.

I think that what is foremost in making the decision to advance your Humanities postgraduate career is to firstly have a thirst for gaining deeper knowledge, and a greater understanding of people. A Humanities undergraduate degree might be imagined as an introduction or an entrée into the theories of individual and social behaviour, and the postgraduate degree as a refinement of this knowledge and dexterity, with the added opportunity to put these theories into practice by conducting your own research.

Taryn van Niekerk

Doctoral candidate (2014) Department of Psychology UCT Faculty of Humanities



Frequently Asked Questions

Q: How do you apply for postgraduate studies in the Humanities?

A: The departments in the Faculty of Humanities are listed on page 9 - 13 of this booklet as well as on the Faculty website. You can navigate to each specific departmental website from the Faculty homepage, to get an idea of programmes offered as well as staff interests and their contact details. This will help you find a potential supervisor (for research degrees). Please apply online utilising the "Applying to UCT" tab.

UCT Application Guide: www.uct.ac.za/apply/applications/forms/

For queries related to your online application, please contact the UCT Admissions Office on (021) 650 2128. You are encouraged to monitor your application status online using the UCT self-service tool.

Additional links:

Humanities Handbook - www.uct.ac.za/apply/ handbooks/

Fees - www.uct.ac.za/apply/fees/

Funding - www.uct.ac.za/apply/funding/postgraduate/ applications/

To access the Off Campus Student Accommodation Services, please visit: www.accommodation.uct.ac.za/ocsas/about/

For Student Housing & Residence options visit: www.uct.ac.za/apply/residence/applications/office/

Q: What are the English language requirements for taking up postgraduate studies?

A: International applicants for whom English is a second language are required to submit one of the following:

 a recent score (obtained within 3 - 5 years before application for admission) of at least 570 (paperbased test) or 230 (computer-based test) on the Test of English as a Foreign Language (TOEFL)

- a recent overall band score of 7.0 (with no individual element of the test scoring below 6.0) on the International English Language Testing System (IELTS).
- or, noting that this may only be written at certain designated venues within South Africa, a score of at least 65% on the University's Placement Test in English for Educational Purposes (PTEEP).

Information on the TOEFL is available from: www.toefl.org

Information on the IELTS is available through the British Council at the British consulate or embassy in your country. You may also access the IELTS website: www.ielts.org

Q: Does the Faculty of Humanities offer any postgraduate qualifications in online or distance-learning mode?

A: The Faculty does not currently offer online or distance learning postgraduate degrees. Regarding PhD studies, the University rules state:

"During his or her period of registration a candidate will normally be required to attend at the University for a period of at least one year. By "attend at the University" Senate understands that the candidate shall, within reason, be readily available for discussion at the University."

You could contact the specific department that you are interested in within the Faculty of Humanities to discuss your PhD research interests and determine whether there is a suitable supervisor available who would agree to less contact time.

Q: What are the tuition fees for postgraduate study?

A: Student fees are available in the UCT Fees booklet, from the UCT Fees Office and from the main UCT website. If you require a pro-forma invoice, please fill in the form and send it to the UCT Fees Office. Tel: +27 21 650 1704 Email: fnd-feeenq@uct.ac.za Details on payment methods can be found on the UCT Fees web pages.

Q: Are there any guidelines on the preparation of the Research Proposal for Masters by research and PhD applications?

A: Yes, please refer to the PDF document entitled "Research proposal guidelines PhD Masters" which can be downloaded from the Humanities website: www.humanities.uct.ac.za/hum/postgraduate/ studies/navigatingthesis/getstarted

Q: I am an international applicant who has been accepted for postgraduate study in the Faculty of Humanities. How do I go about becoming registered?

A: You will have received a letter via e-mail indicating that UCT is making you an offer for admission to postgraduate studies. Registration dates for coursework postgraduate programmes are set each year for a week in February and you may only register during this time. Registration dates are available online at: http://www.uct.ac.za/students/records/reg_details

Candidates entering the first year of the research Masters (100% dissertation) and PhD degrees must register before 1 May annually. Returning students can register at any time throughout the academic year. There are 3 main steps to follow in order to become registered with the Faculty:

Step 1: If you are going to accept the offer, you need to fill in Section A of the letter and return it to the UCT Admissions Office. Email: admissions@uct.ac.za

Step 2: As an international student, before the Faculty can register you, pre-registration clearance needs to be obtained from the International Academic Programmes Office (IAPO). Email: INT-IAPO@uct.ac.za. Proof of payment of fees, a copy of your passport identification page, a copy of your study visa and proof of medical insurance are required for this. IAPO can assist you in obtaining a study permit by issuing you with a letter of undertaking for the embassy/home affairs office where you are applying. Please email: nosizwe.mgudlwa@ uct.ac.za if this is required.

Step 3: Once you have IAPO pre-registration clearance, you need to collect your registration forms from the Faculty's Postgraduate Office located in the Beattie Building, Room 105. Completed registration forms should be submitted for processing to the Faculty's Postgraduate Office.

Should you have any queries, please contact this office: Tel: +27 21 650 2691 Email: hum-postgrad@uct.ac.za

Q: What accommodation options are available to postgraduate students?

A1: For information on the various student residence options on campus, please contact Student Housing Accommodation & Advocacy Services (SHAAS):

Tel: +27 21 650 2977 Fax: +27 21 650 4014 Email: res@uct.ac.za

A2: For residence outside campus, please contact Off-Campus Student Accommodation Services (OCSAS):

Tel: +27 21 650 4934 Fax: +27 21 650 5595 Email: ocsas@uct.ac.za www.accommodation.uct.ac.za/ocsas/about/

Q: How do I find out what the status of my application is?

A: You can track the status of your application online using your unique application number. www.uct.ac.za/apply/applications/postgraduates/ status/

Q: What is the process followed for approval of my PhD proposal and when do I have to submit the final proposal to the Faculty?

A: A formal research proposal, supported by both your chosen supervisor and the Head of Department, should be submitted to the Faculty's Postrgraduate Office within six months of your initial registration. The timeline for submission and approval of proposals ensures that candidates are able to complete their thesis within a reasonable length of time.

The approved proposal, along with a proposal approval form indicating ethics approval must be submitted to the Faculty by 1 May.

Once submitted your proposal will undergo Faculty Board approval followed by ratification by the Doctoral Degrees Board, confirming your candidature as a doctoral student at UCT.

Q: How do I get ethics clearance for my PhD proposal?

A: Ethics clearance is obtained and filed at departmental level. Your departmental ethics representative will be able to send you the appropriate forms. These should be approved by the representative on the PhD proposal, verifying that the process of ethics approval has been carried out and clearance obtained where necessary.

For further information regarding ethics clearance at UCT, the policy can be accessed via the following link, under the heading 'Research': www.uct.ac.za/about/policies/

Q: What is the deadline for the submission of my Masters dissertation/ PhD thesis in order to be eligible for June/ December graduation, all other requirements being met?

A: For a PhD thesis:

Notice of intention to submit a dissertation shall be given in writing to the Faculty's Postgraduate Office not later than 10 January for possible graduation in June, and 20 June for possible graduation in December. The dates for submission of theses are:

- First day of the new academic year for persons hoping to graduate in June;
- 15 August for persons hoping to graduate in December.

This is published in the UCT General Rules and Policies Handbook found here: www.uct.ac.za/apply/ handbooks/

A: For a Masters dissertation:

- Notice of intention to submit a dissertation shall be given in writing to the Faculty's Postgraduate Office not later than 15 February for possible graduation in June, and 15 July for possible graduation in December.
- Except where otherwise determined for a specific specialisation, the dissertation must be submitted to this office by the start of the 2nd quarter for possible graduation in June, and by not later than the start of 4th quarter for possible graduation in December.

This is published in the PG Humanities Handbook found here: www.uct.ac.za/apply/handbooks/

Please note: The Postgraduate Office and Doctoral Degrees Board Office do not undertake to reach a decision on the examination outcome by any specific date.

Q: Is there a cut-off date for receiving a fee rebate if I submit my Masters dissertation/ PhD thesis early?

A: The fee rebates due for submission of both PhD theses and Masters dissertations are published in the Fees Handbook, p23, Section 8, available at www.uct.ac.za/apply/fees/

I learned the following while studying in the Humanities. I seek first to disprove. When someone suggests something cannot be done, innovative thinking often results in a successful outcome. With a reputation for being a 'fashion intellectual' I learned to see all things in a social context. This understanding has definitely given me an edge in the fashion industry.

Robyn Cooke

Fashion Editor, Stylist and Fashion Blogger BA Hons African Studies (1991) UCT Faculty of Humanities



Important dates & useful contacts

Please consult the specific programme closing dates which are published online: www.uct.ac.za/apply/ applications/postgraduates

IMPORTANT DATES:	
Postgraduate application deadline – general *MA in Clinical Psychology	31 October 1 June
Financial Assistance deadline (Honours, Masters and Doctoral students)	31 October
*Please note the various scholarships, awards and bursaries have different closing dates. Please consult the Postgraduate Funding web pages on the UCT main website.	C Donsult the UCT website
Contact the UCT Admissions Office on (021) 650-2128 for more detailed information regarding your application or e-mail your query to: admissions@uct.ac.za	

USEFUL CONTACTS:		
UCT Admission Office admissions@uct.ac.za	(021) 650 -2128	
Faculty of Humanities Postgraduate Office hum-postgrad@uct.ac.za	(021) 650 - 2691	
UCT Postgraduate Funding Office pgfunding@uct.ac.za	(021) 650 - 3622	
International Academic Programmes Office (IAPO) int-iapo@uct.ac.za	(021) 650 -2822	
UCT Fees Office fnd-feeenq@uct.ac.za	(021) 650 -1704	
UCT Libraries libraries@uct.ac.za	(021) 650 -3134	

www.humanities.uct.ac.za

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